



2024-2025 DEPENDENT STUDENT NON-TAX FILER WORKSHEET

Student Name: _____ Student ID#: _____
Last First MI

Your application has been selected for review in a process called Verification. Since you indicated on the FAFSA that you did not file federal taxes for **2022**, the Financial Aid Office must verify this information. Please complete this worksheet and return it to the Financial Aid Office.

1. Did you file a federal income tax return for **2022**? Tax returns include the 2022 IRS Form 1040 (including all applicable schedules), a tax return from Puerto Rico or a foreign tax return.

Check one: _____ YES _____ NO

2. If you answered NO to #1, list your employers and other sources of income received in 2022 and the amount of money from each employer or source of income. Sources of income include employment, Social Security, child support received, TANF benefits, etc. **You will need to provide copies of all W-2 forms to the Financial Aid Office.** Leave no lines blank; if you had no income, please write "N/A" in all columns.

Employer/Source of Income	2022 Earnings	W-2 Attached (mark "X")

3. If you answered YES to #1, you must provide your tax information to the Financial Aid Office. You can do this in one of two ways:

- A. Submit to our office a **signed** copy of your 2022 federal income tax return.
- B. Request a tax transcript from the Internal Revenue Service and submit this transcript to the Financial Aid Office. Go to <https://www.irs.gov/individuals/get-transcript>.

By signing this worksheet, I confirm that I am NOT required to file a 2022 income tax return.

I also certify that all the information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. **Note: We may request additional documentation if we have reason to believe any of the information on this form is inaccurate.**

Student Signature (typed signatures are not acceptable)

Date

Attach copies of all 2022 W-2 forms